

**City of Burlington Housing Authority
Riverview Manor
March 12, 2009**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, February 12, 2009 at Riverview Manor at 6:30 P.M. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Secretary Heck, Board members LeRoy Stoehr, Kelly Iselin, and Resident Manager, Dorothy Henning. Board member, Charles Stublely was excused.

Minutes from the February 12th. meeting was dispersed to board members and a motion was made by Stoehr to approve the minutes as read, seconded by Iselin and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of January 30, 2009

First Banking Center	\$ 89,780.90
M&I Bank	<u>\$ 26,649.17</u>
TOTAL	\$ 116,430.07

OCCUPANCY REPORT:

Manager Henning reported 25 on the waiting list for 1 bedroom units and 2 waiting for a 2 bedroom unit.

BUILDING AND MAINTENANCE:

- **Maintenance for heating and air conditioning for year 2009 and 2010 are being let out and will be reviewed at the April meeting of the board.**

COMMUNICATIONS:

- **A local insurance agent contacted Manager Henning and Chairman Lapp regarding renters insurance for the residents and was told no solicitation allowed at Riverview Manor but could contact individuals without any assistance from management.**
- **Contact was made to one of the residents regarding smoking in the individual's unit and a letter of follow up notifying the resident next time eviction notice will be given.**

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NEW BUSINESS:

UNFINISHED BUSINESS:

- **A copy of the current By-laws with recommended changes made by board members regarding Secretary duties performed in Article II – Section 4. was returned to City Hall for amendment. Upon receiving the redrafted by-law changes and approval by Board Members, the annual meeting will be held with election of officers. Chairman Lapp will follow up on the status of the changes being made.**

ADJOURNMENT:

There being no further business, motion to adjourn was made by Heck, seconded by Stoehr and carried unanimously. Meeting adjourned 7:40 P.M.

The next monthly meeting is scheduled for Apr. 9, 2009.



Ralph Heck, Secretary